

**PARISH POLLING PLACE ACCESSIBILITY SURVEY**  
(PLEASE COMPLETE ONE FORM FOR EACH POLLING PLACE NOT PRECINCT) (REVISED 11/2009)

**PARISH:** \_\_\_\_\_ **WARD/PRECINCT(S):** \_\_\_\_\_

**POLLING PLACE NAME:** \_\_\_\_\_

**POLLING PLACE ADDRESS:** \_\_\_\_\_  
(STREET ADDRESS AND CITY)

**PARKING:**

1. Grand Total # of Parking Spaces (Regular and Accessible Parking Spaces) available for the polling place on Election Day \_\_\_\_\_  
(See the Chart on Page 2 for the required number of accessible parking spaces)

Total # of Permanent Van-Accessible (96" Wide Access Aisle) and/or Universal Parking Spaces (60" Wide Access Aisle) \_\_\_\_\_

Total # of Permanent Car Accessible (60" Wide Access Aisle) \_\_\_\_\_

Total # of Temporary Van-Accessible (96" Wide Access Aisle) and/or Universal Parking Spaces (60" Wide Access Aisle) \_\_\_\_\_

Total # of Temporary Car Accessible (60" Wide) \_\_\_\_\_

**FOR SECRETARY OF STATE OFFICE USE ONLY:**

**Accessibility Status:**

( ) Y

( ) N Comments: \_\_\_\_\_

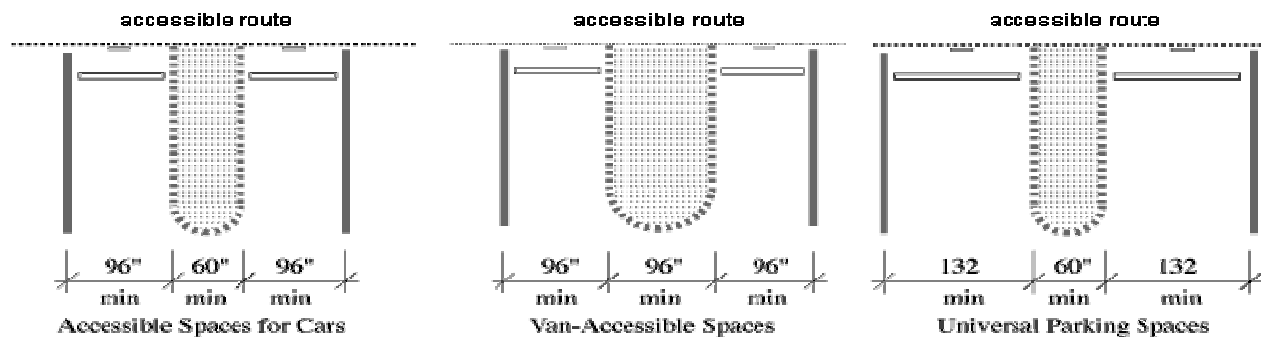
( ) T Comments: \_\_\_\_\_

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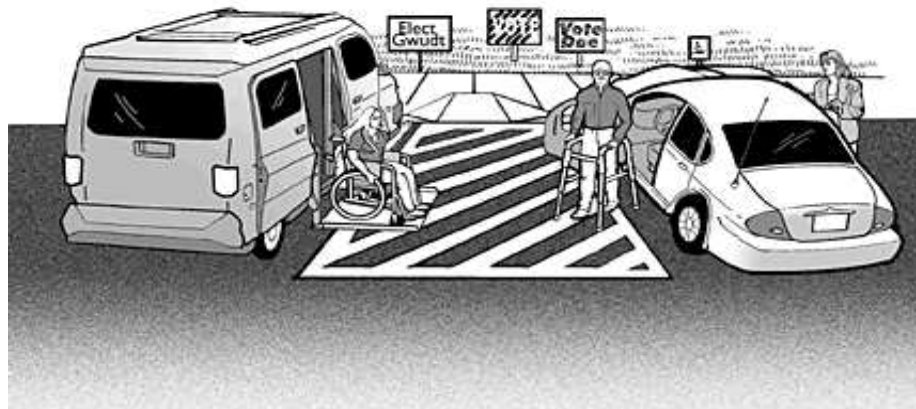
**Reviewer Initials & Date:** \_\_\_\_\_

**ERIN Initials & Date:** \_\_\_\_\_

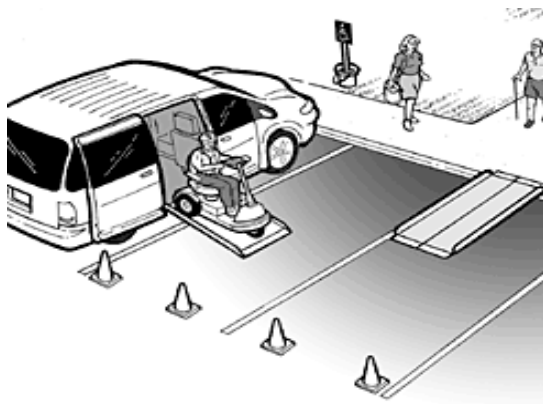
<b>Total Spaces for Polling Place</b>	<b>Required Minimum Number of Accessible Spaces</b>
1 – 25	One van or universal accessible space w/access aisle
26 – 50	One van or universal accessible space w/access aisle + one car, van, or universal accessible space w/access aisle
51 – 75	One van or universal accessible space w/access aisle + two car, van, or universal accessible spaces w/access aisles
76 – 100	One van or universal accessible space w/access aisle + three car, van, or universal accessible spaces w/access aisles
101 – 150	One van or universal accessible space w/access aisle + four car, van, or universal accessible spaces w/access aisles
151 – 200	One van or universal accessible space w/access aisle + five car, van, or universal accessible spaces w/access aisles
201 – 300	One van or universal accessible space w/access aisle + six car, van, or universal accessible spaces w/access aisles
301 – 400	One van or universal accessible space w/access aisle + seven car, van, or universal accessible spaces w/access aisles
401 – 500	Two van or universal accessible spaces w/access aisle + seven car, van, or universal accessible spaces w/access aisle



**All three examples illustrated above show two accessible spaces with an accessible aisle and route.**



Van-accessible and universal parking spaces serve both cars and vans. A wide access aisle is needed so a wheelchair lift may be lowered from a van onto a level surface. (If the access aisle is not marked off, two orange cones (minimum of 12" high) can be placed at the entrance to the parking place to mark off the access aisle on Election Day. Election poll workers would have to be notified to place the orange cones out on Election Day.) The access aisle surface must be either made of concrete or blacktop. A temporary mat on Election Day for the access aisle if the access aisle is made of gravel, limestone, grass, or dirt all the way to a concrete sidewalk or to the entrance to the polling place.



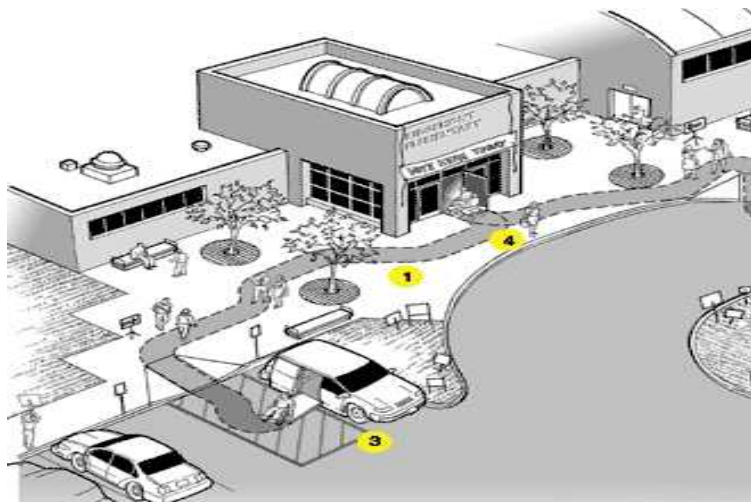
Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the polling place.

If there are **NO** van-accessible, universal, or car accessible parking spaces, designate areas of the parking lot to

accommodate the accessible parking area with extra footage for the landing area to make the access aisle. (You may either mark the space off with blue stripping or use two orange cones at the entrance of the parking space which would be placed out on Election Day to mark off the space the landing area.)

2. Total # of Temporary Cones to be Used on Election Day to mark off van-accessible, universal, or car \_\_\_\_\_ parking accessible landing area (2 cones must be used for each parking space to be placed at the entrance to the access aisle)
  
3. If there are **NO** general parking spaces available for voters in a parking lot, is there at least one parking space on the street designated or will be designated as the van-accessible parking space for Election Day? (Mark **N/A** if the response to #1 above is **YES**.) **YES NO N/A**  
 # of Permanently marked van-accessible parking spaces on the street \_\_\_\_\_  
 # of Temporary van-accessible parking spaces on the street that will be available on Election Day \_\_\_\_\_
  
4. Are all accessible parking spaces, including the access aisle, relatively level? (If **YES**, skip **5** below.) **YES NO**
  
5. If the answer to **4** above is **NO**, is there another location at the facility nearby that could serve as an accessible parking space which is level with an accessible route to the accessible entrance to the voting area? **YES NO**
  
6. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space? (If **YES**, skip **7** below.) **YES NO**
  
7. If the answer to **6** above is **NO**, can a temporary sign be placed for Election Day? **YES NO**

## TRAVEL TO THE VOTING SITE



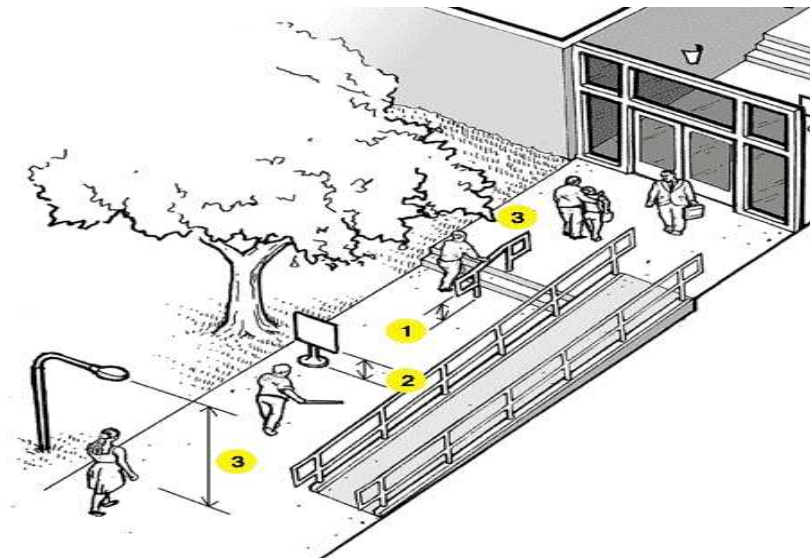
**Notes:**

- 1. Accessible route.
- 2. Accessible drop-off area.
- 3. Accessible parking with van accessible parking space.
- 4. Accessible entrance to polling place.

**An accessible entrance to a polling place with accessible parking and an accessible drop-off area.**

8. Accessible route from the parking area to the entrance to the voting site:

- |  |            |           |
|--|------------|-----------|
| a. Is there a flat surface or curb cuts to access the sidewalk to the polling place? (If <b>YES</b> , skip <b>8b</b> below.)   | <b>YES</b> | <b>NO</b> |
| b. If the answer to <b>8a</b> is <b>NO</b> , will a temporary ramp be used to provide access to the sidewalk?  | <b>YES</b> | <b>NO</b> |
| c. Is the surface of the path accessible: made of concrete, asphalt, or other hard surface that is smooth enough for a person using a wheelchair to pass over easily? If the answer is <b>YES</b> , skip <b>8d</b> below. If the answer is <b>NO</b> , describe the surface of the accessible path (i.e. gravel, dirt, limestone, etc.): | <b>YES</b> | <b>NO</b> |
| <hr/>  |            |           |
| d. If the answer to <b>8c</b> is <b>NO</b> , is there a temporary mat which will be placed on Election Day to make the path accessible? What type of mat will be used? <hr/>   | <b>YES</b> | <b>NO</b> |
| <hr/>  |            |           |



**Notes:**

- 1.** The bottom of the handrail extensions turn down so a person who is blind or has low vision can detect the hazard before running into it.
- 2.** Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.
- 3.** Objects that overhang the pedestrian route must be at least 80 inches above the route.

**Common objects along pedestrian routes to a polling place that can be hazards to people who are blind or have low vision.**

**9. Path of travel:**

- a. Is there a clear path of travel? (Path should be free of any objects with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway.) If **NO**, what will be done before Election Day to make the path of travel clear? \_\_\_\_\_

**YES NO**

- b. Are all tree branches and other objects that extend into the walkway higher than 80 inches? (If **NO**, what will be done before Election Day to clear the path of travel? (Use **N/A** if there are no tree branches or other objects over the walkway.) \_\_\_\_\_

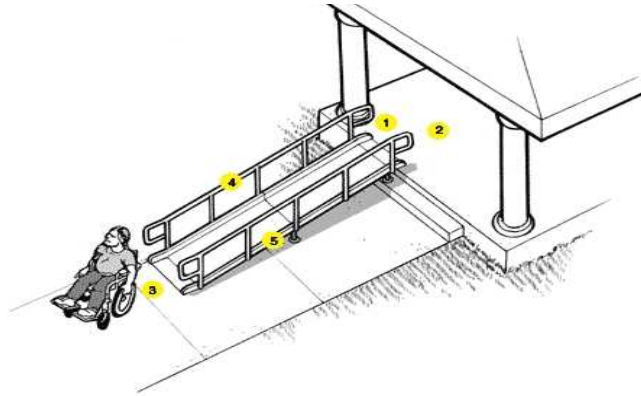
**YES NO N/A**

10. Is there an accessible route from public sidewalks or transportation stops to the voting site? (Use **N/A** if there are no public sidewalks or transportation stops.) If **NO**, what will be done before Election Day to make the route accessible? \_\_\_\_\_

**YES NO N/A**

## ACCESSIBLE ENTRANCE

### Accessible Ramp Features



#### Notes:

1. At least 36 inches between handrails.
2. Top landing part of walk.
3. Bottom landing part of walk.
4. Handrail height 34 to 38 inches.
5. Edge protection.

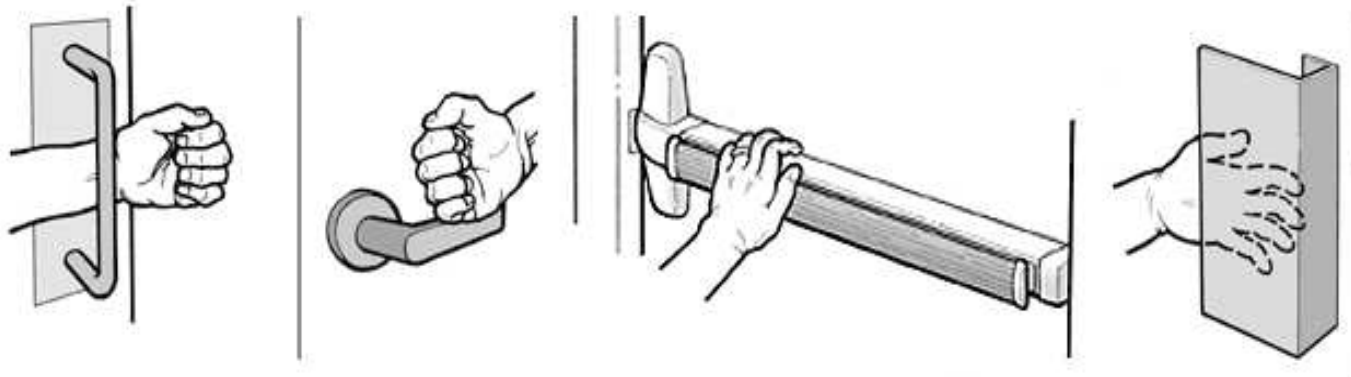
- |   |     |    |
|---|-----|----|
| 11. Is the main entrance used as the accessible entrance?   | YES | NO |
| 12. If the answer to <b>11</b> is <b>YES</b> , is it clearly marked on Election Day? (The Secretary of State's Office has a sign in the precinct supply package to show where the accessible entrance is. The poll worker must draw an arrow on the sign to show the direction to the accessible entrance. If additional signs are needed, notify the Clerk of Court to request additional signs from the Secretary of State's Office before an Election.) (If <b>YES</b> , skip <b>13</b> .) | YES | NO |
| 13. If the answer to <b>11</b> is <b>NO</b> , is there an alternative accessible location?  | YES | NO |
| 14. Is there a ramp that must be used by a disabled voter to access the polling place? (If <b>NO</b> , skip <b>15</b> through <b>17</b> below.)   | YES | NO |
| 15. If the answer to <b>14</b> is <b>YES</b> , please complete the following information concerning the edge protection on the ramp at the polling place:   |     |    |
| a. Is there a vertical dropoff on the ramp? (If the answer is <b>NO</b> , go to <b>16</b> below.)   | YES | NO |
| b. If the answer to <b>15a</b> is <b>YES</b> , is there an edge protection on the ramp? (If the answer is <b>YES</b> , go to <b>16</b> below.)  | YES | NO |
| c. Is there a temporary solution to providing a temporary edge protection on Election Day (e.g. using a concrete car bumper up against the ramp or piece of wood)?  | YES | NO |

16. If the answer to **15** is **YES**, please complete the following information concerning handrails on the ramp at the polling place:
- |  |            |           |  |
|--|------------|-----------|--|
| a. Is the rise of the ramp more than 1:12 (1 inch of rise for every 12 inches of length)?  | <b>YES</b> | <b>NO</b> |  |
| b. Are there handrails? (If <b>NO</b> , go to <b>18</b> below.)  | <b>YES</b> | <b>NO</b> |  |
| c. If the answer to <b>16b</b> is <b>YES</b> , are the handrails 34 to 38 inches high?   |            |           |  |
| d. If the answer to <b>16b</b> is <b>YES</b> , is the ramp width (measured between handrails) at least 36 inches?  | <b>YES</b> | <b>NO</b> |  |
| e. If the answer to <b>16b</b> is <b>YES</b> , is there a second handrail or edge protection on the ramp to stop a wheelchair from falling off the side? | <b>YES</b> | <b>NO</b> |  |
17. If the answer to **15** is **YES**, is there a level landing that is at least 60 inches by 60 inches at the top and bottom and where the ramp changes direction? (Mark **N/A** if the ramp does not change directions.)
- |  |            |           |            |
|--|------------|-----------|------------|
|  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|--|------------|-----------|------------|
18. If any of the answers to **14** through **17** is **NO**, will a temporary ramp and/or handrails be used at the polling place on Election Day?
- |  |            |           |  |
|--|------------|-----------|--|
|  | <b>YES</b> | <b>NO</b> |  |
|--|------------|-----------|--|

### Accessible Doorways

19. Is the outside door opening at least 32 inches wide? (Use **N/A** if there is **NO** door.) (If the answer is **N/A** or **YES**, skip **20** and **21** below.)
- |  |            |           |            |
|--|------------|-----------|------------|
|  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|--|------------|-----------|------------|
20. If the answer to **19** above is **NO**, can temporary door hinges be used on Election Day to make the door wide enough? (If **YES**, skip **21** below.)
- |  |            |           |  |
|--|------------|-----------|--|
|  | <b>YES</b> | <b>NO</b> |  |
|--|------------|-----------|--|
21. If the answer to **20** is **NO**, can the door be propped open on Election Day to make the opening wide enough?
- |  |            |           |  |
|--|------------|-----------|--|
|  | <b>YES</b> | <b>NO</b> |  |
|--|------------|-----------|--|
22. Is there a raised threshold on the exterior door? (If there is a flat threshold, mark **NO** and skip **23** and **24** below.)
- |  |            |           |  |
|--|------------|-----------|--|
|  | <b>YES</b> | <b>NO</b> |  |
|--|------------|-----------|--|
23. If the answer to **22** is **YES**, is it less than 3/4 inches in height at the outside door and beveled on both sides? (If the answer is **YES**, skip **24** below.)
- |  |            |           |  |
|--|------------|-----------|--|
|  | <b>YES</b> | <b>NO</b> |  |
|--|------------|-----------|--|
24. If the answer to **23** above is **NO**, can a temporary threshold ramp to be used on Election Day?
- |  |            |           |  |
|--|------------|-----------|--|
|  | <b>YES</b> | <b>NO</b> |  |
|--|------------|-----------|--|

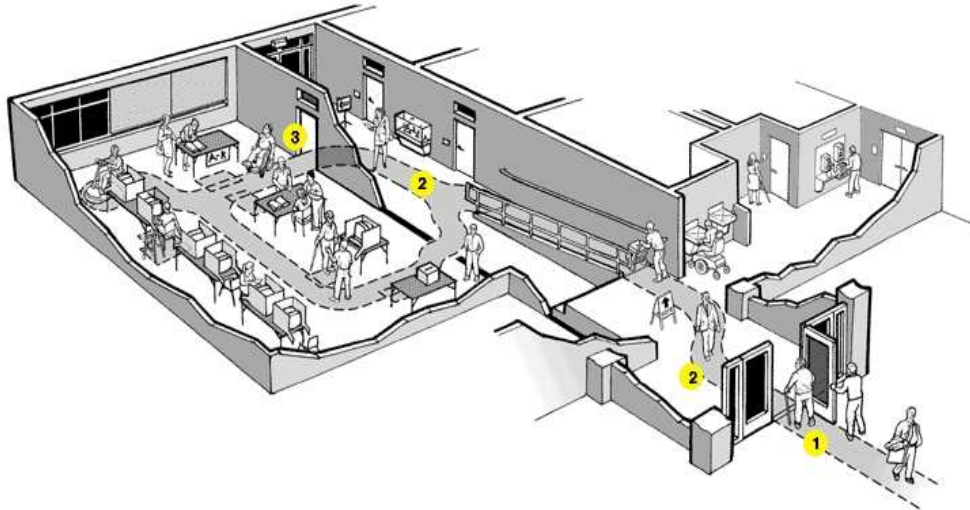




**Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.**

- |  |            |           |            |
|--|------------|-----------|------------|
| 25. Is the outside door hardware usable with one hand, without tightly grasping, pinching, or twisting of the wrist to allow people who may not be able to easily use one or both hands to fully operate the hardware? (Use <b>N/A</b> if there is no outside door hardware or if the door is propped open on Election Day (e.g. firehouse garage door), and skip <b>26</b> and <b>27</b> .) | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 26. If the answer to <b>25</b> is <b>NO</b> , can the outside door be propped open on Election Day to aid individuals with disabilities? (The poll worker must be notified if the outside door needs to be propped open on Election Day.) (If the answer is <b>YES</b> , skip <b>27</b> below.)  | <b>YES</b> | <b>NO</b> |            |
| 27. If the answer to <b>26</b> is <b>NO</b> , can a temporary door handle be placed on the door on Election Day?   | <b>YES</b> | <b>NO</b> |            |
| 28. Is the outside door able to be opened without excessive effort? (Less than 5 pounds of force required) (Use <b>N/A</b> if there is no outside door (e.g. firehouse garage door) and skip <b>29</b> and <b>30</b> .)  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| 29. If the answer to <b>28</b> is <b>NO</b> , can the door be propped open on Election Day to aid individuals with disabilities? (Poll worker must be notified if door needs to be propped open on Election Day.) (If the answer is <b>YES</b> skip <b>30</b> below.)  | <b>YES</b> | <b>NO</b> |            |
| 30. If the answer to <b>29</b> is <b>NO</b> , can a temporary door handle be placed on the door on Election Day?   | <b>YES</b> | <b>NO</b> |            |

## INTERIOR CIRCULATION



### Notes:

1. Accessible entrance
2. Accessible route connects the accessible entrance with the voting area.
3. Accessible door to the voting area

Interior of a polling place showing the accessible route from the accessible entrance to the voting area.

- |   |     |    |     |
|---|-----|----|-----|
| 31. Is the route to the check-in table and voting systems at least 32 inches wide?  | YES | NO |     |
| 32. Is the interior door opening at least 32 inches wide? (Use <b>N/A</b> if there is <b>NO</b> door.) (If the answer is <b>N/A</b> or <b>YES</b> , skip <b>33</b> and <b>34</b> below.)              | YES | NO | N/A |
| 33. If the answer to <b>32</b> above is <b>NO</b> , can temporary door hinges be used on Election Day to make the door wide enough? (If <b>YES</b> , skip <b>34</b> below.)                           | YES | NO |     |
| 34. If the answer to <b>33</b> is <b>NO</b> , can the door be propped open on Election Day to make the opening wide enough? (The poll workers need to be notified to prop door open on Election Day.) | YES | NO |     |
| 35. Is there a raised threshold on the interior door? (If there is a flat threshold, mark <b>NO</b> and skip <b>36</b> and <b>37</b> below.)  | YES | NO |     |

36. If the answer to <b>35</b> is <b>YES</b> , is it less than 3/4 inches in height at the interior door and beveled on both sides? (If the answer is <b>YES</b> , skip <b>37</b> below.)	<b>YES</b>	<b>NO</b>	
37. If the answer to <b>36</b> above is <b>NO</b> , can a temporary threshold ramp to be used on Election Day? (The poll workers need to be notified that a temporary threshold ramp needs to be in place on Election Day.)	<b>YES</b>	<b>NO</b>	
38. Is the interior door hardware usable with one hand, without tightly grasping, pinching, or twisting of the wrist to allow people who may not be able to easily use one or both hands to fully operate the hardware? (Use <b>N/A</b> if there is no interior door hardware or if the door is to be propped open on Election Day, and skip <b>39</b> and <b>40</b> .)	<b>YES</b>	<b>NO</b>	<b>N/A</b>
39. If the answer to <b>38</b> is <b>NO</b> , can the interior door be propped open on Election Day to aid individuals with disabilities? (The poll worker must be notified that the interior door needs to be propped open on Election Day.) (If the answer is <b>YES</b> , skip <b>40</b> below.)	<b>YES</b>	<b>NO</b>	
40. If the answer to <b>39</b> is <b>NO</b> , can a temporary door handle be placed on the door on Election Day?	<b>YES</b>	<b>NO</b>	
41. Is the interior door able to be opened without excessive effort? (Less than 5 pounds of force required) (Use <b>N/A</b> if there is no interior door and skip <b>42</b> and <b>43</b> .)	<b>YES</b>	<b>NO</b>	<b>N/A</b>
42. If the answer to <b>41</b> is <b>NO</b> , can the door be propped open on Election Day to aid individuals with disabilities? (Poll worker must be notified if door needs to be propped open on Election Day.) (If the answer is <b>YES</b> skip <b>43</b> below.)	<b>YES</b>	<b>NO</b>	
43. If the answer to <b>42</b> is <b>NO</b> , can a temporary door handle be placed on the door on Election Day?	<b>YES</b>	<b>NO</b>	
44. Is there a clear path of travel – – free of any objects with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the walkway?	<b>YES</b>	<b>NO</b>	

**If there are any questions, contact the Voter Registration Section at the Secretary of State's Office (1-800-883-2805).**

**I HEREBY CERTIFY THAT THE ABOVE-MENTIONED SURVEY WAS COMPLETED TO THE BEST OF MY KNOWLEDGE. WHERE TEMPORARY SOLUTIONS WILL BE USED ON ELECTION DAY, I HAVE MARKED THE SURVEY.**

**PRINTED NAME OF SURVEYOR:** \_\_\_\_\_

**PRINTED TITLE OF SURVEYOR:** \_\_\_\_\_

**SURVEYOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED SURVEYOR'S EMAIL ADDRESS:** \_\_\_\_\_

**SURVEYOR'S TELEPHONE NUMBER:** \_\_\_\_\_

**PPPAS (Revised November 2009)**